

Message

From: Riddell, Sandra (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=SANDRA.RIDDELLE18]
Sent: 7/26/2012 1:21:12 PM
To: Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]
CC: West, Katherine (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Katherine.west2c2]; Gagnon, Kenneth (POL) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=Kenneth.gagnon090]
Subject: RE: Mileage & Purchase Order Form
Attachments: FY13 DPH gas Reimbursement.xls

Jim:

I've attached a fill-able mileage form w/ your account number (DPH Labs only will use this account.) Unfortunately, while this can be filled in, it can not be "saved" so you can't send it as a file attachment.

You can sign for your subordinates and fax or scan/e-mail it to Lauren Freeman. You will have to forward yours to Ken Gagnon for his signature. He can send it on to Lauren.

The FY13 order form is not ready yet as it will need extensive editing to accommodate DPH Labs and some new vendors due to recent contract changes. It should be ready next week. If you need something in the meantime, please let us know.

Sandra Riddell

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From: Hanchett, James (DPH)
Sent: Thursday, July 26, 2012 7:40 AM
To: Riddell, Sandra (POL)
Subject: Mileage & Purchase Order Form

Hi Sandra,

Could you email me an Employee Mileage Reimbursement Form, one that can be filled out? The one I received from personnel will not let you fill it out. Also email me a Purchase Order Form, we don't need anything just yet but we would like to have one handy.

Thank you,

Jim Hanchett
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Cell [REDACTED]